

30th November 2017

JCO/VLU/YR12AFTN131217

Dear Parents/Carers

**Year 12 Parent/Carer - Teacher Afternoon - Wednesday 13th December 2017
2.30 – 7.00 p.m.**

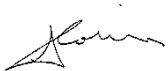
We write to inform you about the arrangements for the above event which is an opportunity for parents/carers to meet subject teachers to discuss progress to date to ensure Year 12 students have made a positive start to their Post 16 studies and to support them in their preparation for the Pre-Public (Mock) Examinations in the week beginning 8th January 2018.

Please note the following:

- Students should arrange and attend interviews with **ALL** of their subject teachers by completing the attached appointment list with their teachers in advance of the afternoon.
- Students must wear Post 16 Business Dress.
- Appointments will be available between 2.30 p.m. and 7.00 p.m. Appointments will be made by students in the usual way, on an appointment sheet, issued with this letter by the Tutor.
- Appointments will be brief but focussed and therefore should last for approximately 10 minutes.
- Meetings will take place in the subject teacher's room.

We look forward to meeting you next month and continuing our work together in ensuring the best possible outcomes for all of our students.

Yours faithfully



Julia Collins
Academy Principal

Yours faithfully



Lee Forcella-Burton
Director of Post-16